



REVISED MARCH 6, 2018

CEDARCREEKCHURCH Handbook

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INTRODUCTION

Welcome to CedarCreek Church. We are pleased to have you as a member of our team and hope you enjoy your work for the Lord.

The benefits and policies that are outlined in this handbook are not intended to be conditions of employment. The purpose of this handbook is to clearly outline and define the policies of CedarCreek Church and avoid any misunderstanding and/or confusion. It is intended to provide general guidelines for many of the employment policies and practices of CedarCreek Church. This handbook is meant to be a convenient reference and does not contain all of the policies affecting you. It is not intended to be and does not constitute a contract between you and CedarCreek Church.

The policies contained in this handbook supersede any pre-existing CedarCreek Church policies or practices. CedarCreek Church reserves the right to change, discontinue, or adopt any policy, benefit, or practice at any time, with or without written notice. All changes or exceptions to the policies contained in this handbook must be approved by the Elders of CedarCreek Church.

CedarCreek Church and its Elders also reserve the right to make exceptions to any policy, benefit, and procedure to accommodate a particular situation or circumstance.

The information contained in this handbook is confidential and is provided for your reference.

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PART I – EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

CedarCreek Church is committed to providing equal opportunity in employment to all qualified employees and applicants for employment. No employee or applicant will be discriminated against on the basis of race, genetics, color, national origin, age, ancestry, veteran status, marital status, disability or other factors prohibited by state and federal laws. CedarCreek Church does reserve the right to discriminate based on religion, including (but not limited to) doctrinal beliefs, personal conduct, and lifestyle. This policy applies to all aspects of the employment relationship (including but not limited to) application and initial employment, promotion and transfer, selection for training opportunities, wage and salary administration.

Consistent with this policy, CedarCreek Church will not tolerate any unlawful, discriminatory behavior. Any employee who feels that he or she is the target of discrimination should report the event to the Senior Executive Pastor immediately.

EMPLOYMENT AT WILL

While CedarCreek Church hires individuals with the hope that the employment relationship will be long and mutually rewarding, all employees are employed at will. Both CedarCreek Church and its employees are free to terminate the employment relationship at any time, with or without written notice. This employment-at-will relationship may not be modified by any oral or implied agreement. No representative of CedarCreek Church may enter into an agreement with you guaranteeing employment for any specified period of time unless such agreement is in writing, signed and approved by the Elders.

EMPLOYMENT

These categories and classifications determine eligibility for benefits and the applicability of certain policies and practices.

Categories of Employment

Exempt Full-Time/Salaried Employees:

- Are budgeted and scheduled to work as a 30-hour, full-time employee or a 40-hour, full-time employee, per week on a regular basis. All full-time employees

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working over their base schedule requirements are thanked for their commitment and effort but are not to be compensated additional pay or time off unless approved by the Senior Executive Pastor.

- Are eligible for all CedarCreek Church benefits.
- Please Note: Certain ministries expect their full-time employees to be on-site during all of the weekend services during Big Invite.

Non-Exempt Full-Time/Hourly Employees:

- Are budgeted and scheduled to work at least 30 hours as a 30-hour, full-time employee or at least 40 hours as a 40-hour, full-time employee, per week on a regular basis. All non-exempt full-time employees cannot exceed working over their base schedule of 30 or 40 hours without prior approval from the Senior Executive Pastor, Campus Pastor, or Senior Director.
- Are eligible for CedarCreek Church benefits.
- Please Note: Certain ministries expect their full-time employees to be on site during all of the weekend services during Big Invite.

Part-Time Employees:

- Are budgeted and scheduled to work 5-24 hours, per week on a regular basis, as agreed upon at hiring.
- Are eligible for certain CedarCreek Church benefits.
- Please Note: All part-time employees working over their base schedule requirement are to be compensated with additional pay. These hours are to be approved by the Senior Executive Pastor, Campus Pastor, or Senior Director.

Part-Time Casual Employees (Temporary Status):

- Will have varied hours for a specified time.
- Are not eligible for CedarCreek Church benefits.
- Please Note: Schedules are not guaranteed and are subject to change based upon church needs and department requirements.

Interns/Support-Raising Employees:

- Are hired to work on a particular project or for a specific period of time.
- May work full-time or part-time schedules.
- Are not eligible for CedarCreek Church benefits.

All employees are encouraged to volunteer at CedarCreek Church or with a ministry associated with CedarCreek Church (e.g. serving at the Kitchen or leading a Group). These volunteer hours are not to be compensated and the volunteer work must be

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different (types of tasks) from the work performed by the employee's paid position work.

BACKGROUND CHECK

CedarCreek Church reserves the right to require every new employee to have a background check, completed at our cost and discretion, prior to an offer of employment.

PERFORMANCE MANAGEMENT & SALARY REVIEW

Performance Orientation

CedarCreek Church believes that successful performance begins with clear communication and understanding of expectations. Therefore, a performance orientation review, including a review of the job description, will be conducted by the Direct Report with every new employee and all internal transfers within the first week of their placement into the position. This will ensure that a good working dialogue is established from the onset between the Direct Report and the employee. It will provide the Direct Report with an opportunity to explain what is expected in the position concerning specific job responsibilities, performance criteria, and what the employee can expect from their Direct Report.

Performance Evaluations and Self-Evaluations

You and your Direct Report will conduct written evaluations of your performance. This review process formalizes the discussions and feedback that should occur regularly between you and your Direct Report throughout the year. Performance evaluations will be conducted as follows:

- After three months of employment for all new hires, verbal meeting initiated by the new hire.
- Annually, in the first quarter of each calendar year, for all staff, written format.

The annual performance evaluation provides an opportunity for you and your Direct Report to:

- Evaluate performance factors (talk about some of the great things accomplished in the previous year)
- Establish goals for the year (talk about initiatives you would like to try)
- Discuss developmental goals (items to change or work on) and objectives (talk about your dreams)
- Update job descriptions

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Disciplinary Action

CedarCreek Church wants to provide a good working environment for all employees. In turn, it is reasonable to expect a good, productive effort and the recognition of responsibility from all employees.

Each of us has the responsibility to our fellow workers to conduct ourselves according to certain rules of good behavior and conduct. In any business, some rules are needed to help everyone work together by letting them know what they can and cannot do. We expect our employees to follow CedarCreek's rules and show good behavior and efficiency.

However, when it becomes necessary to improve an employee's unacceptable performance or behavior, our Progressive Discipline Policy enables us to do so in a fair and consistent way. Normal steps in the disciplinary process are outlined below. These steps are taken after prior attempts at coaching with no results.

1. **VERBAL CORRECTION:** The Direct Report will provide a verbal correction to the employee. A written record of this verbal correction will be placed in the employee's personnel file. These corrections must state the specific behavioral issue and the expected correction in a specific timeframe. (See Appendix D, Significant Incident Reminder Form)
2. **WRITTEN CORRECTION:** If the employee does not correct his or her behavior, the Direct Report will consult with higher management and prepare a written correction. The employee will be asked to sign, indicating receipt of a copy of the written correction, and a copy will be placed in the employee's personnel file. (See Appendix C, Constructive Advice Record)
3. **SUSPENSION WITH OR WITHOUT PAY:** If the written correction does not correct the problem, the employee may be suspended with or without pay. This suspension must have the approval of the Elders.
4. **TERMINATION:** When all other means of discipline have been used, or when the offense justifies such actions, the employee may be terminated. The Direct Report may recommend termination of employees. Recommendations will be reviewed by the Elders, who will determine the action to be taken. If the employee feels the termination is unfair, he or she may request a meeting with the Elders to discuss the termination. Based upon this discussion, the Elders will make a final determination in the case.

The Elders reserve the right at any time to enter into any level of disciplinary action or termination based upon the severity of the offense requiring discipline and the employee's past work record.

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Salary Review

Your salary will be reviewed at the time of your annual performance evaluation. A performance evaluation/salary review may not necessarily result in a salary increase. If a salary increase is approved, it will be put in effect according to CedarCreek Church's budget.

To determine salary adjustments, the Elders will consider:

- Your performance versus agreed upon objectives
- Current salary ranges for employees
- CedarCreek Church financial conditions

HIRING & PLACEMENT OF RELATIVES

If you have a relative who is properly qualified, you may recommend him or her for employment at CedarCreek Church. Relatives of employees will receive the same considerations as any other applicant for a job opening and will not be accorded preferential treatment in employment matters.

CedarCreek Church reserves the right to restrict the number of relatives working in a specific department or closely related areas in order to reduce the risk of disruptions to the ministry as well as conflicts of interest.

CedarCreek Church may require a related employee to transfer or resign if there is a conflict of interest, a potential risk of ministry disruption or management problem of supervision that cannot be resolved.

RESIGNATION & EXIT INTERVIEW

Giving Notice

As a courtesy, if you decide to leave the employment of CedarCreek Church, you will be expected to provide:

- A minimum of two weeks' notice
- A written letter of resignation

CedarCreek Church reserves the right to forego your two weeks' notice and release you from employment immediately. CedarCreek Church is not obligated to pay you in lieu of notice.

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Exit Interview

When you give your notice, Human Resources, your Direct Report and/or the Senior Executive Pastor should arrange a time convenient for all parties to conduct an exit interview.

The interview will allow you the opportunity to:

- Discuss your experience at CedarCreek Church
- Turn in any CedarCreek Church property; i.e. keys, computers, fob
- Suggest ways CedarCreek Church might improve its management, training, and other functions

You will be paid in full through your last day worked; however, CedarCreek Church reserves the right to deduct from the final paycheck specific sums of money owed to CedarCreek Church at the time of termination for equipment or property that has not been returned.

If you have coverage, your medical and life insurance benefits cease on the date of your resignation/termination. You may continue your participation in CedarCreek Church medical insurance under COBRA. During your exit interview, you will be provided with detailed information concerning any benefits that are impacted by your separation from employment.

REHIRES

Employees who have resigned in good standing may re-apply for vacant positions with CedarCreek Church and will be given the same consideration as other equally qualified candidates.

PERSONNEL FILES

CedarCreek Church maintains a personnel file on each employee.

Updating Personnel Information

It is important that you notify the Human Resources Department immediately if you have changes to your name, address, telephone number, emergency contact or beneficiary information. It is the employee's responsibility to furnish this information.

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Reviewing Your Personnel File

You may review your personnel file during normal business hours in the Human Resource Department in the presence of the Human Resources Director.

Receiving a Copy

You may obtain a copy of your personnel file at any time by simply submitting a written request to the Human Resources Director.

Making a Correction

If you believe that any information in your file is incorrect, you may request a correction. If CedarCreek Church does not agree with the correction, you may submit a written statement explaining your position. This statement will become a part of your personnel file.

REFERENCES

CedarCreek Church ensures that confidential information regarding current/former employees is not given to any outside organizations or individuals without the consent of the current or former employee, unless required to do so by a court of law (e.g., the individual's record is subpoenaed).

Staff personnel are not authorized to provide reference information or written recommendations on behalf of the CedarCreek Church. All inquiries, written or verbal, should be submitted to the Human Resources Director. Written reference inquiries regarding current and former employees are handled only by Human Resources and are given only with the written permission of the employee. The information given out is restricted to the following:

- Confirmation of employment
- Date of hire
- Job title
- Current and past base pay and other earnings received (in certain cases)
- Number of hours worked
- Location of employment

CedarCreek Church does not provide references for non-employees (volunteers) at any time.

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PART II – WORK SCHEDULES & PAY ADMINISTRATION

WORK SCHEDULES & HOURS WORKED

The employee's Direct Report determines work schedules. Each position at CedarCreek Church is assigned a minimum number of normally required work hours per week. However, Senior Directors, the Senior Executive Pastor, or Elders may choose to change the part-time person's work hours periodically (up or down) based on the church's need for the part-time employee's normal workload. Pay periods are designated as Monday through Sunday.

PAYROLL & TIMEKEEPING RECORDS

The workweek at CedarCreek Church is Monday through Sunday. Employees are paid every other week; therefore, there are 26 pay periods per year. CedarCreek Church processes payroll through direct deposit. Employees receive pay for time that is worked, as well as time for sickness, bereavement, vacation, holiday, or jury duty time.

Time records are CedarCreek Church records and must be exercised with care to ensure the accurate recording of hours worked, vacation taken and absences. The Human Resource Department is responsible for processing the time records through the payroll system.

Employees are responsible for recording their work time each day in the manner specified by the CedarCreek Church.

Direct Reports must review, edit (as appropriate), and approve the time records for employees under their supervision. Any absences or vacation time taken must be noted on the time sheet. The exact number of hours of absence/vacation time needs to be recorded on the time sheet. Any exceptions should be documented and communicated to the Payroll Department in a timely manner.

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PART III – TIME OFF

VACATION

It is important to take and enjoy vacation time for physical as well as mental well-being. Therefore, all employees are expected to take their vacation time on an annual basis. Paid vacation is accrued after Payroll processes the first week of January, each calendar year. Employees are allowed to carry over 1 week of vacation time, but it must be used by January 31st or the last pay period of January. This process is automated in our payroll software.

Special arrangements may be made between specific employees and the Elders. This may result in a modification to the vacation time for that employee. After 5 years of full-time employment, employees will earn an additional week of paid vacation time, not to exceed 4 weeks of vacation.

Employee paid vacation is determined using the following schedule:

Vacation		
Weekly Hours Worked	# of Hours (Employed 0-5 years)	# of Hours (Employed 5+ years)
40	120	160
30	90	120
24	72	72
20	60	60
15	45	45
12	36	36
10	30	30

Note: Elders receive 200 hours or 5 weeks of vacation.

Paid vacation time will be pro-rated according to the employee's date of hire as calculated below:

Vacation			
Weekly Hours Worked	Hire Date (Jan 2 - Apr 30)	Hire Date (May 1 - Aug 31)	Hire Date (Sep 1 - Dec 31)
40	80	40	0
30	60	30	0
24	48	24	0
20	40	20	0
15	30	15	0
12	24	12	0
10	20	10	0

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For employees resigning employment during the calendar year, the vacation hours to be paid will be calculated as follows: percentage of the year worked at the time of resignation multiplied by the remaining eligible vacation time hours not used. (For example, if an employee decides to resign at the end of June in a given year, they will be eligible for 50% of total vacation hours not used minus any vacation hours already used.)

Scheduling of Vacation

There are certain times of the year that no vacation may be allowed. This will be determined by the Elders and will be made known as soon as possible.

Your Direct Report must approve all requests for vacation time. To request vacation time, submit your request via the payroll software in advance to the time requested. Your Direct Report will try to accommodate your requests; however, prior requests or ministry needs to take precedence.

Full-time (salary) employees must schedule paid time off in full-day or half-day increments. Paid time off may no longer be taken in increment of hours. This means you can take a half day off which equals 4 hours or a whole day off which means 8 hours. Part-time employees may take vacation in hour increments whenever needed.

NOTE: The vacation you schedule and take during any given week must be captured on your timesheet regardless of your overtime hours worked that week. If you have any questions, see your Direct Report.

If there is a change to an approved time off request, discuss the change with your Direct Report first. You will then delete the approved request in the payroll system and re-submit the corrected request for your Direct Report's approval.

HOLIDAYS

After 30 days of employment, all full-time and part-time employees are eligible to receive holiday pay on the following designated days:

- New Year's Day
- Martin Luther King Jr. Day
- Monday following Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Day

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Paid holiday hours are determined using the following schedule:

Holiday	
Weekly Hours Worked	Holiday Hours
40	8
30	6
24	5
20	4
15	3
12	3
10	2

Employees are allowed to take their allotted time off another day in the holiday week if the holiday falls on your regular scheduled day off. If holiday hours are to be rescheduled, please obtain your Direct Report's approval. In addition, the Elders may decide at their own discretion, to give additional holiday time off based on where the holiday falls in the week and work requirements.

PERSONAL & SICK TIME

In addition to vacation, all employees will receive personal and sick paid time off based on their normal weekly hours worked.

Personal	
Weekly Hours Worked	Hours
40	56
30	42
24	34
20	28
15	21
12	17
10	14

Sick	
Weekly Hours Worked	Hours
40	32
30	24
24	19
20	16
15	12
12	10
10	8

Personal time can be used for any reason as long as the employee submits a time off request via the payroll software to their Direct Report.

Sick time must be used for sick time only. CedarCreek will compensate an employee for time off work due to sickness or illness, including when the employee or immediate family members cannot take care of themselves.

Sick leave may be taken care of through the adjustment of days off during the week with Direct Report's approval. If that is not possible, sick leave can be used. Sick leave cannot be used as, in place of, or to extend vacation time.

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Personal and sick time will be pro-rated according to the employee's date of hire per the schedule below:

Sick			
Weekly Hours Worked	Hire Date (Jan 2-Apr 30)	Hire Date (May 1-Aug 31)	Hire Date (Sep 1-Dec 31)
40	16	8	8
30	12	6	6
24	10	5	5
20	8	4	4
15	6	3	3
12	5	2	2
10	4	2	2

Personal			
Weekly Hours Worked	Hire Date (Jan 2-Apr 30)	Hire Date (May 1-Aug 31)	Hire Date (Sep 1-Dec 31)
40	48	32	16
30	36	24	12
24	29	19	10
20	24	16	8
15	18	12	6
12	14	10	5
10	12	8	4

For employees resigning employment during the calendar year, the sick time hours will not be paid if unused. In addition, the personal hours to be paid will be calculated as follows: percentage of the year worked at the time of resignation multiplied by the remaining eligible personal time hours not used. (For example, if an employee decides to resign at the end of June in a given year, they will be eligible for 50% of total personal hours minus any personal hours already used.)

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JURY DUTY

Full and part-time employees will be paid their regular pay for time spent on jury duty. After two weeks, the Senior Executive Pastor will review the compensation and benefits on a case-by-case basis, taking into consideration the particular circumstances of each situation.

Jury Duty	
Weekly Hours Worked	Hours
40	8
30-39	6
24-29	5
20-23	4
15-19	3
10-14	2

Note: A salaried 30-hour employee will receive 8 hours of daily pay.

DEATH IN THE FAMILY

In the event of the death of an immediate family member (spouse, child, parent, grandparent – this includes step-family), CedarCreek Church will provide time off with pay according to the schedule below. Additional time off for a death in the family may be requested and granted on a case-by-case basis by the Senior Executive Pastor.

Death in the Family	
Weekly Hours Worked	Hours
40	24
30-39	18
24-29	15
20-23	12
15-19	9
10-14	6

Note: A salaried 30-hour employee will receive 24 hours of pay.

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LEAVE OF ABSENCE

A leave of absence without pay may be granted to full-time employees after at least 12 months of continuous full-time employment. The leave may be granted for physical disabilities or for other personal reasons not covered under the Family and Medical Leave Act (FMLA) and will be granted at the discretion of the Elders. Part-time employees will be considered for leave on an individual basis. The Elders will make the final determination for any leave of absence.

Maternity Leave

Full-time employees receive 6 weeks of maternity leave covered by CedarCreek Church's Short-Term Disability Plan. If there are complications with your pregnancy, the Short-Term Disability benefit provider will determine if the claim will be extended up to 2 additional weeks. Part-time employees receive no paid maternity leave.

Paternity Leave

Full-time new fathers may take up to 3 days off with pay based on the same schedule as Jury Duty pay in this version of the handbook. They may also use accrued time off that they have available (i.e. sick time, vacation, or personal) with approval of their Direct Report.

Family and Medical Leave

CedarCreek Church will provide family and medical leave in accordance with the Family and Medical Leave Act (FMLA). Eligible employees will be provided up to 12 weeks of a combination of paid and unpaid leave during a 12-month period, measured forward from the date the employee's leave begins, for any of the following circumstances:

1. Because of the birth of an employee's child and in order to care for such child;
2. Because of the placement of a child with an employee for adoption or foster care;
3. In order to care for the spouse, son, daughter or parents of employee if such spouse, son, daughter, or parent has a serious health-condition;
4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

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For purposes of the policy, “serious health condition” is defined an illness, injury, impairment, physical or mental condition that involves:

- Inpatient care in a hospital, hospice, or residential medical care facility; or
- Continuing treatment by a health care provider.

To be eligible for leave, an employee must have been employed for 12 months and worked 1,250 hours before leave begins. Certification of health care provider is required for all leave other than pregnancy.

During leave, the employee’s pre-existing health benefits will be maintained at the level and under the conditions the coverage would have provided had the employee’s active employment continued. Upon return from leave, the employee must be restored to the same or an equivalent position with the same or equivalent benefits.

If both parents are employed by CedarCreek Church and qualify for family and medical leave, the combined leave for both persons for birth, adoption, foster placements or to care for a sick parent shall be limited to 12 weeks.

Employees must utilize at least 60% of their total accrued vacation and personal time during FMLA before taking any unpaid time. The only exception to this would be if the leave is for a work related injury (Worker’s Compensation).

Notice of FMLA are posted at each campus. Procedures and forms to implement this policy will be developed and maintained by the Human Resources Department. Please refer to the FMLA of 1993, which can be obtained from the Human Resources Director.

MISSIONS

Any full-time or part-time employee that voluntarily goes on a mission trip (one per calendar year) will not be charged with vacation time. Any employee who is required to lead or co-lead the mission team may take the equivalent of 1 additional day off the immediate week following the trip in addition to their normal day off. This additional day off cannot be redeemed for a later date or added to vacation time unless approved by the Senior Executive Pastor. Vacation time must be used for any additional mission trips.

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RETREATS & SABBATICALS

Retreats

CedarCreek Church understands that some employees may benefit from a period of time to be used to refresh or renew their spiritual walk. The benefit of a retreat will only be considered on a case by case basis. The Elders will review any request for a retreat and make a determination on each individual application.

Sabbatical

CedarCreek Church understands that some employees may benefit from an extended period of time to be used to pursue other interests on a full-time basis. The benefit of sabbatical will only be considered for full-time employees with at least five years of full-time service. The Elders will review any request for a sabbatical leave and make a determination on each individual application. Any potential compensation while on sabbatical will also be determined by the Elders at the time of the application.

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PART IV – BENEFITS

MEDICAL INSURANCE

CedarCreek Church is a partner in providing the best available medical coverage available at a competitive premium. A comprehensive major medical insurance policy is available to all full-time employees. CedarCreek Church provides a defined contribution towards the cost of the premium. Employees will pay any premium above what the defined contribution covers.

The details of the Medical Insurance benefit are available in supplemental information on CreekHelp.com>HR>Benefits>Benefits Guide.

Medical Health Care Opt-Out Reimbursement

CedarCreek Church is offering to pay a pre-determined amount to full-time employees on a biweekly basis to offset the expense of medical insurance that may be obtained through another source.

If the employee opts out of medical insurance coverage they will receive an additional \$60.00 on their regular, biweekly paycheck as an insurance stipend.

If you are a full-time eligible employee and are covered under your spouse's plan, that is also a full-time employee of CedarCreek Church, you are not eligible for any healthcare stipend. The Elders reserve the right to change or revoke this at any time due to cost saving measures.

LIFE & DISABILITY INSURANCE

CedarCreek Church benefits include a basic Life Insurance Policy as well as a Short-Term and Long-Term Disability benefit to all full-time employees. These benefits are provided at no cost to full-time employees.

The details of the Life Insurance Policy will be explained by a representative of the insurance carrier. The master copy of the group policy is available in the Human Resources Department.

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Short-Term Disability: This benefit pays out 60% of your income, up to 13 weeks, in the event you become disabled from a non-work related injury or sickness, and 6 weeks for pregnancy. Please see Maternity Leave for more details on how this benefit is paid out.

Long-Term Disability: This benefit is an extension of the short-term disability benefit and will pay out 60% of your income, up to \$8,000 per month.

401(K) RETIREMENT PLAN

Eligible employees may make contributions on a pre-tax basis to a traditional 401(K) account or on an after-tax basis to a Roth 401(K) account. CedarCreek will match 100% on the first 5% and 50% up to 9%.

All full-time employees are automatically enrolled in the plan with a 5% deduction set per their first 100 hours of employment. Full-time employees must opt out of the deferral if they don't want to participate in the plan.

Part-time employees (20+ hours) could reach the eligibility requirement if they work more than 1000 hours in the calendar year.

Please contact HR@CedarCreek.tv for more information.

TUITION REIMBURSEMENT

CedarCreek Church offers tuition reimbursement to help offset the cost to all full-time employees who enroll their children into an approved Christian school (ask an Elder). If you are enrolling your child(ren) in an approved Christian school, Kindergarten through 12th grade, you are eligible for tuition reimbursement from the CedarCreek Church. The amount reimbursed into your pay check once a month, per child is as follows:

First Child = \$245
Second Child = \$195
Third Child = \$145

If you are eligible, you must complete the Tuition Reimbursement Form on CreekHelp.com and email it to Payroll@CedarCreek.tv each calendar year (June) to be able to include the tuition assistance in your paycheck (See Appendix E).

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CELL PHONE PROVISIONS

All employees are eligible to join CedarCreek Church's cell phone plan to benefit from our discounted rates. CedarCreek Church offers a cell phone stipend to all full-time staff. Part-time staff will receive the stipend as needed and will be determined by your Direct Report. Whether you are on the CedarCreek Church plan or not, the \$30.00 stipend is added on the last pay of the month and then taxes are deducted. If you are on the plan, the regular monthly fee of \$51.50 per line per month is a deduction on the last pay period of the month. All add-ons such as mobile hotspots, international calling or texting, 411, ring back tones, or additional fees incurred, are charged via payroll on the last pay of each month. Equipment fees are charged to the employee via debit or credit card at the time of ordering.

PROFESSIONAL MEETINGS, SEMINARS, & CONFERENCES

Some training may be considered for full-time and part-time employees. Submit your request 1 month in advance to your Direct Report for a case-by-case consideration. These considerations will be based on CedarCreek Church's financial position and training needed.

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PART V – WORKPLACE GUIDELINES & POLICIES

PERFORMANCE CONDUCT

As a condition of employment, employees must maintain personal conduct and lifestyles in accordance with the beliefs and teachings of CedarCreek Church. CedarCreek Church believes that every person (employees, clients, visitors, volunteers, attendees, third party vendors and contractors, etc.) should be treated with respect, dignity, and professionalism. We expect our employees to demonstrate that belief and to conduct themselves, at all times, in a manner that is above reproach.

PERFORMANCE & CONDUCT MANAGEMENT

Due to CedarCreek Church aspiring to high standards of performance and behavior, it has established the following guidelines. This policy is intended for guidance only.

The facts of each particular situation will be unique, and therefore, CedarCreek Church reserves the right to alter this protocol, including terminating an employee without notice, when it deems in its discretion such action to be warranted.

Your position at CedarCreek Church comes with a responsibility to adhere to CedarCreek Church's policies and work rules. The guidelines that follow are necessary to ensure an efficient, safe business operation and to protect the well-being of all employees. Employees are expected to meet the following work requirements without explicitly being instructed to do so:

- Employees are expected to satisfy individual job accountabilities and to comply with policies and procedures relevant to their jobs.
- Employees are expected to cooperate with other members and managers.
- Employees are expected to conduct themselves with due regard for their own safety and welfare and the safety and welfare of other employees, students, attendees, and volunteers.
- Employees are expected to conduct themselves in a professional, business-like manner at all times as formal or informal representatives of CedarCreek Church. This includes appropriate behavior on social media.

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Corrective Action

Sometimes an employee may knowingly or unknowingly violate work standards or requirements, causing safety, productivity or other work problems. Some examples of situations which may prompt the use of corrective action are listed below.

CedarCreek Church will decide in each situation what action is appropriate. Below are a few examples, these are not all-inclusive:

- Quantity and/or quality of work that is unacceptable relative to expected standards
- Poor judgment and/or discretion
- Excessive absenteeism

At times, it may be necessary for your Direct Report or the Senior Executive Pastor to put corrective action into writing. See Appendix C and Appendix D for examples of both Constructive Advice and Significant Incident Reminder.

A Significant Incident can be an example of either a good performance or a failure of some kind. Both should be noted and reviewed with the employee.

Many leaders find it helpful to note these incidents at the time they occur and to keep a file of these notes for reference at the time a performance review is held. This is not a substitute for handling an incident at the time it occurs. The staff person/volunteer should be complimented or corrected at that time.

This reminder is not a constructive advice record. In fact, you will want to jot down many incidents on these “reminders” that do not justify a Constructive Advice Record. It is merely a memory-jogger, to give the leader something tangible to talk about and follow up on in the performance review interviews with employees/volunteers.

At all times, employees must abide in following the Points of Accountability listed below:

1. Employees should not be alone with an unrelated member of the opposite sex if either party is married. This includes CedarCreek Church Campuses & in-home visits.
2. Employees should not go out alone with an unrelated member of the opposite sex if either party is married. This includes riding in vehicles, lunches, and/or private meetings in public places.
3. Employees should not have intimate physical contact with an unrelated co-worker or attendee of the opposite sex if either party is married. This includes any inappropriate displays of affection that could be questionable.

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4. Employees should use extreme caution when answering emails, text messages, communicating via social media, responding to cards or letters from the opposite sex. Employees should strive to involve another co-worker in the response.
5. Employees should not counsel the opposite sex alone at the office, and should not counsel the opposite sex, more than once without that person's mate being present. Refer them to a professional and/or a co-worker of the same sex.
6. Employees should not discuss detailed sexual problems with the opposite sex. Refer them to a professional and/or a co-worker of the same sex.
7. Employees should not discuss their marriage problems with the opposite sex. Refer them to a professional and/or a co-worker of the same sex.
8. Employees should seek out and establish healthy systematic guardrails and accountability relationships. This includes accountability software & regular meetings with staff liaisons.
9. Employees should seek to protect other co-workers & make co-workers their protective allies. Accountability is everyone's responsibility.
10. Employees should pray for the integrity of other CedarCreek Church employees.

(Adapted from Saddleback Church)

Disciplinary Action

Any employee who violates any one of the Points of Accountability will be subject to disciplinary action, up to and including, termination of employment or other appropriate disciplinary and/or legal action.

PERSONAL APPEARANCE

Employees create the image of what people think about CedarCreek Church. An appropriate appearance is important to project a positive impression of CedarCreek. CedarCreek Church does require a neat and clean appearance from every employee. For weekend services and events, employees should dress casual or office casual style. During the workweek; staff should dress in a manner appropriate for their daily schedule but not less than office casual. Jeans are allowed as long as they are in good taste and in good condition.

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ATTENDANCE

CedarCreek Church understands and supports your need to be absent from work time to time. However, regular attendance and punctuality are essential.

If You Are Absent From Work

Employees are expected to call or text their Direct Report no later than one-half hour before the beginning of the workday or as soon as possible to let them know that they will not be in. The employee is responsible to note their time sheet accordingly.

If You Are Late for Work or Need to Leave Early

Employees are expected to notify their Direct Report, when possible, if they will be late. Also, the Direct Report should be notified when there is a need to leave early.

Weekend Attendance

Weekend attendance by CedarCreek Church employees is encouraged but not always mandatory. Please ensure your ministry is covered by the “right” person if you cannot make it. During our “Big Invite” weekends, all full-time staff are encouraged to attend all weekend services.

Certain positions have an associated weekend attendance schedule that is explained to the employee in the interview process. Any change in life circumstance that will require a modification in the agreed upon weekend attendance for a position must be approved by the Senior Executive Pastor. CedarCreek Church understands that circumstances arise and may require an employee to be off for all, or part of, a weekend. This time can be taken as vacation time, or if applicable, sick time. Additional weekend time off may be considered on a case-by-case basis.

EXPENDITURE GUIDELINES

It is imperative for CedarCreek Church to remain above reproach in all financial matters. In an attempt to maintain this level of clarity, CedarCreek Church has established a policy for all expenditures and reimbursements.

All expenditures must have a written request submitted in advance for approval. Once the Senior Executive Pastor approves the expenditure (if over \$50), it will be submitted to the Director of Finance to determine if funds are available. The Director of Finance will notify the requestor when the funds are available for a requested expenditure.

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No purchases are to be made, regardless of amount or form of payment without prior approval of the Senior Executive Pastor (if over \$200), and the Director of Finance determining that funds are available.

All reimbursements are to be submitted to the Senior Executive Pastor for approval prior to being paid. They will be paid when funds are available and debited against the budget of the ministry for which they were incurred.

Reimbursements are designed to compensate individuals for day-to-day expenses incurred that are directly related to running their ministry such as volunteer appreciation, a meeting or lunch to discuss CedarCreek Church business. Reimbursement for food and/or drink for personal and non-business related time is not appropriate. When in doubt, ask. It is recommended that you try to keep reimbursements to a minimum and if possible, try to discourage non-employees from incurring reimbursements on your behalf. Reimbursements from non-employees will need to be signed off by both the heads of that ministry and the Senior Executive Pastor prior to payment.

Reimbursements for mileage are made at the current IRS allowable rate and are designed for specific trips made on behalf of CedarCreek Church that are directly ministry related. Mileage reimbursements are not for day-to-day errands and/or travel to and from work or voluntary events. In order to receive reimbursement for mileage, you must provide odometer verification along with the purpose of the trip.

No ministry will be allowed to exceed their available budgeted funds for either reimbursements or expenditures. Any shortage of revenue from the budgeted projection will affect the budget of individual ministries. On a regular basis, the Director of Finance will provide the Senior Executive Pastor with a breakdown of available funds for each of their ministries.

CedarCreek Church is tax exempt. Please meet with Finance personnel to obtain this information. Employees will not be reimbursed for tax. Please be careful when making purchases for CedarCreek Church.

REIMBURSEMENT GUIDELINES

The employee must submit the itemized receipt from any hotel, restaurant, store, service station, or other vendor for which reimbursement is expected within 30 days of their issue. The credit card receipt or any other receipt that does not itemize is unacceptable. Submit a reimbursement form to Payables@CedarCreek.tv. Mileage reimbursement will come out of your Personal Expense Account, unless otherwise approved by your Direct Report.

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A. Use of Your Personal Auto

1. You may use the GSA mileage rate (\$0.51 per mile) for all trips that fall between 5-300 miles.
2. There is no reimbursement for trips less than 5 miles.
3. All parking charges and toll road fees are reimbursable in addition to any mileage reimbursement.
4. You must fill out the Mileage Expense Reimbursement form completely including the date, destination, business purpose, odometer reading (beginning and end), and any receipts for tolls and parking.
5. CedarCreek Church will not reimburse for any traffic violations or damages done to a personal auto.

B. Mileage Between Campuses Policy – (Findlay is the only current Campus with this policy)

Draw a 20-mile radius around the Campus, this is the expected work area. Any trips outside of the 20-mile radius will be reimbursed for the miles driven at the current mileage rate, \$0.51 per mile.

Findlay to Perrysburg = 40 miles

Example Calculation (Findlay to Perrysburg)

Roundtrip Mileage:	80 miles
Less Roundtrip Miles (Inside 20-mile radius):	<u>-40 miles</u>
Total Mileage to be Reimbursed:	40 miles
Reimbursement Rate:	\$0.51 per mile
Reimbursement Total (Roundtrip from Findlay):	\$20.40

C. Out of Town Trips (Examples: Airport, Camps, etc.)

1. Use of Car Rental

- a. Will be limited to the rental cost of a compact or standard size automobile.
- b. All gasoline, toll road charges, parking fees, and other operational expenses that are represented with an itemized receipt will be reimbursed when properly documented on the Mileage Reimbursement Form.

2. Use of Air Travel

- a. You will be reimbursed at the coach/economy class airfare when the itemized receipt is attached to a properly filled out Purchase Order Form.

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3. Travel Meals

- a. We ask that all employees stay within the daily allotted amount (per diem) of \$42, including tips.
- b. In order to be reimbursed, the employee must submit the restaurant's itemized receipt attached to a completed Purchase Order Form or Pastoral Expense Account Form. We will not reimburse for any alcohol purchases.

4. Lodging

- a. We ask that all employees stay at mid-range hotels while on CedarCreek Church business.
- b. We will reimburse for stays extending from the night preceding the event through the last night of the event.
- c. Incidentals on the hotel invoice such as entertainment, personal phone calls, etc. are not reimbursable.
- d. In order to be reimbursed, the itemized hotel bill must be attached to a Purchase Order Form or Pastor Expense Account Form.

5. Spouses

- a. An employee's spouse may travel at the personal expense of the employee at any time.
- b. With prior Elder approval, the expenses associated with travel of an employee's spouse will be covered by CedarCreek Church and reported on the employee's W-2 form as taxable income at year's end.
- c. The expenses related to the spouse's travel must be clearly identified on the itemized receipts submitted for reimbursement for proper accounting.

D. For expenses related meals and entertainment incurred while operation out of office:

1. Reimbursement cannot be made for frequent (more than once per month) meals among employees.
2. With the above requirement in mind, reimbursement will be made for meal expenses directly "related to, or associated with, the active conduct of ministry" with the following conditions:
 - a. Breakfast - Up to \$10 per person, including tip.
 - b. Lunch - Up to \$12 per person, including tip.
 - c. Dinner - Up to \$20 per person, including tip.
 - d. No alcohol will be reimbursed.
 - e. The itemized restaurant receipt is attached to a properly filled out Reimbursement Expense Detail Form and submitted for approval.

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E. When purchasing necessary supplies for ministry, reimbursement will be made with the following conditions:

- a. The purchase went through the proper Purchase Order Form requirements.
- b. The itemized receipt is attached to a Purchase Order Form and specific information is documented to clearly identify the description, purpose, and specific ministry associated with the expense.

F. If no receipt is submitted for a CedarCreek Church credit card charge within 30 days of the charge being incurred, the employee's pay will be charged for the full amount of the missing receipt. (Example: Missing receipt of \$27.91 for Home Depot, \$27.91 will be deducted from your pay on the next payroll. This adheres to IRS and auditor standards. These are no longer handled as taxable fringe.)

EMPLOYEE AUTHORIZED WORKS

CedarCreek Church, an Ohio religious and non-profit corporation, appreciates the efforts of its employees to accomplish its mission of spreading the Gospel of Jesus Christ. Many employees assist CedarCreek Church by creating resources (such as teachings, sermons, music, books, videos, and manuals) that further this mission. For this effort, we are grateful. CedarCreek Church has used these resources in meetings and distributed them into the community. We believe these resources have greatly assisted those who have received it.

CedarCreek Church seeks to stand behind the principles it promotes. All employees are loved and valued equally regardless of their job description. The Elders want to breakdown any barriers that may hinder its ministry, especially the creativity needed to reach out to those in our world who it will directly affect. CedarCreek Church wants to reduce any chances of any competition and/or rivalries amongst its employees and to treat all employees fairly.

Realizing that God's work through CedarCreek Church is much greater than that of any individual whom He has called to serve, employees and contractors have the opportunity to freely use their special skills in furthering His work through CedarCreek Church. The following is the Intellectual Property Policy, which protects CedarCreek Church's interest in the work its employees and contractors create while under the scope of CedarCreek Church's ministry work:

All intellectual property created by employees, volunteers or contractors of CedarCreek Church, in the course and scope of their duties, will become the property of CedarCreek Church. Any and all copyrights, publishing contracts and royalties earned therein, will become the legal property of CedarCreek Church. If such efforts put forth by any worker should result in CedarCreek Church receiving any

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compensation of substantial value, then that compensation value received shall be considered when evaluating any compensation that may be due to the contributing worker.

These steps are necessary to protect the ministries conducted through CedarCreek Church. Anyone with questions concerning this policy should contact the Human Resources Department.

EMAIL

The purpose of this policy is to ensure the proper use of CedarCreek Church's email system and make users aware of what CedarCreek Church deems as acceptable and unacceptable use of its email system. CedarCreek Church reserves the right to amend this policy at its discretion at any time. Should amendments need to be added to the policy herein, all users will be informed of such amendments in as timely a manner as possible.

Legal Risks

Email is a business communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although, by its nature email seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of any emails they send through CedarCreek Church's email system:

- If you send emails with any libelous, defamatory, offensive, racist or obscene remarks, you and CedarCreek Church can be held liable.
- If you forward emails with any libelous, defamatory, offensive, racist or obscene remarks, you and CedarCreek Church can be held liable.
- If you unlawfully forward confidential information, you and CedarCreek Church can be held liable.
- If you unlawfully forward or copy messages without permission, you and CedarCreek Church can be held liable for copyright infringement.
- If you send an attachment that contains a virus, you and CedarCreek Church can be held liable.

By following the guidelines in this policy, the email user can minimize the legal risks involved in the use of email. If any user disregards the rules set forth in this Email Policy, the user will be fully liable and CedarCreek Church will disassociate itself from the user as far as legally possible.

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Legal Requirements

The following rules are required by law and are to be strictly adhered to:

- It is strictly prohibited to send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an email of this nature, you must promptly notify your Direct Report.
- Do not forward a message, fully or in part, without acquiring permission from the sender first.
- Do not send unsolicited email messages (aka SPAM).
- Do not forge, or attempt to forge, any part of email messages.
- Do not send email message using another person's email account.
- Do not copy a message or attachment belonging to another user, full or in part, without permission from the original sender.
- Do not disguise, or attempt to disguise, your identity when sending emails.

Best Practices

CedarCreek Church considers email as an important means of communication and recognizes the importance of proper email content and speedy replies in conveying a professional image and delivering good customer service. Therefore, CedarCreek Church wishes all users to adhere to the following guidelines:

- Write well-structured emails and use short, descriptive subjects.
- CedarCreek Church's email style is informal. This means that sentences can be short and to the point. You can start your email with 'Hi', or 'Dear', and the name of the person. Signatures must include your name, job title and company name.
- Use spell check before you send out any email.
- Do not send unnecessary attachments. Compress any attachments larger than 5MB before sending them.
- Only send emails in which the content could be displayed on a public notice board. If you would be embarrassed if the email in question were to be displayed publicly in its current state, consider rephrasing the email, or using other means of communication, or protecting the information by using a password (See Confidentiality).
- Only mark emails as important if they really are important.

Maintenance

- Delete any email messages that you do not need to have a copy of and set your email client to automatically empty your 'deleted items' upon closing each day.

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Personal Use

Although CedarCreek Church's email system is meant for business use, CedarCreek Church allows the reasonable use of email for personal use if certain guidelines are adhered to:

- Personal use of email should not interfere with work;
- Personal emails must also adhere to the guidelines in this policy;
- All messages distributed via the company's email system, even personal emails, are considered to be CedarCreek Church's property regardless of who authored any such emails.

Confidential Information

Avoid sending confidential information by email. If you do, you must secure the information by including it in a Microsoft Word or Excel File and protecting it with a password. Then provide the recipient with the password by means of other communication, for instance by telephone.

System Monitoring

You must have no expectation of privacy in anything that you view, create, store, send, or receive on the company's computer system. Your emails, computers and devices can be monitored without prior notification if CedarCreek Church deems this necessary. If there is evidence that you are not adhering to the guidelines set forth in this policy, CedarCreek Church reserves the right to take disciplinary action, up to and including termination and/or legal action.

Email Accounts

All email accounts maintained on our email systems are the property of CedarCreek Church. Passwords should not be given to other people and should be changed regularly. Email accounts not used for 60 days will be deactivated and possibly deleted.

If you have any questions or comments about this Email Policy, please contact your Human Resources Department. If you do not have any questions CedarCreek Church presumes that you understand and are aware of the rules and guidelines in this Email Policy and will adhere to them.

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DOCUMENT RETENTION

The corporate records of CedarCreek Church (hereafter the “Company”) are important assets. Company records include essentially all records you produce as an employee, whether paper or electronic. A record may be obvious as a memorandum, an email, a contract or a case study, or something not as obvious, such as a computerized desk calendar, an appointment book or an expense record.

The law requires the Company to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject you and the Company to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place the Company in contempt of court, or seriously disadvantage the Company in litigation.

The Company expects all employees to fully comply with any published records retention or destruction policies and schedules, provided that all employees should note the following general exception to any stated destruction schedule. If you believe, or the Company informs you, that Company records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until the Legal Department determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that exception may apply or have any question regarding the possible applicability of that exception, please contact the Legal Department.

From time to time the Company establishes retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that bear special consideration are identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.

- a. Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents concerning the Company’s revenues. Tax records should be retained for at least 7 years from the date of filing the applicable return.
- b. Employment Records/Personnel Records. State and federal statutes require the Company to keep certain recruitment, employment and personnel information. The Company should also keep personnel files that reflect performance reviews and any complaints brought against the Company or individual employees under applicable state and federal statutes. The Company should also keep all final memoranda and correspondence

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reflecting performance reviews, and actions taken by or against personnel in the employee's personnel file. Employment and personnel records should be retained for 6 years.

- c. Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in the Company's minute book. A clean copy of all Board and Board Committee materials should be kept for no less than 3 years by the Company.
- d. Press Releases/Public Findings. The Company should retain permanent copies of all press releases and publicly filed documents under the theory that the Company should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the Company.
- e. Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of 10 years.
- f. Marketing and Sales Documents. The Company should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally 3 years.
- g. Development/Intellectual Property and Trade Secrets. Development documents are often subject to intellectual property protection in their final form (e.g. patents and copyrights). The documents detailing the development process are often also of value to the Company and are protected as a trade secret where the company:
 - (i.) Derives independent economic value from the secrecy of the information;
 - (ii.) The Company has taken affirmative steps to keep the information confidential.The Company should keep all documents designated as containing trade secret information for at least the life of the trade secret.
- h. Contracts. Final, execution copies of all contracts entered into by the Company should be retained. The Company should retain copies of the final contracts for at least 3 years beyond the life of the agreement, and longer in the case of publicly filed contracts.
- i. Electronic Mail. Email that needs to be saved should be either:
 - (i) Printed in hard copy and kept in the appropriate file;
 - (ii) Saved to a computer file and kept electronically or on a disk as a separate file. This retention period depends upon the subject matter of the email, as covered elsewhere in this policy.

Failure to comply with this Document Retention Policy may result in corrective action against the employee, including suspension or termination. Questions about this policy should be referred to the Human Resources Director who is responsible for administering, enforcing and updating this policy.

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CODE OF ETHICS & CONDUCT

Fraudulent or Dishonest Conduct Defined

A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:

- Forgery or alteration of documents;
- Unauthorized alteration or manipulation of computer files;
- Fraudulent financial reporting;
- Misappropriation or misuse of CedarCreek Church resources, such as funds, supplies, or other assets;
- Authorizing or receiving compensation for goods not received or services not performed;
- Authorizing or receiving compensation for hours not worked.

Wrongful Conduct Defined

A serious violation of any CedarCreek Church policies. Examples include:

- The Alcohol, Drugs, and Controlled Substances Policy
- The Anti-Harassment Policy
- The Points of Accountability
- A violation of any applicable state and/or federal law(s);
- The use of CedarCreek Church property, or resources herein, for personal gain or other non-related purposes, unless pre-authorized by the Elders.

Action

If you know or believe that any employee or trustee of CedarCreek Church has engaged, or is engaging, in conduct that violates any applicable Law or the Code described herein, you may report this activity, with complete confidentiality and without fear of reprisal, to an Elder or another appropriate person according to the guidelines set out in the Whistleblower Policy.

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WHISTLEBLOWER

The CedarCreek Church Code of Ethics and Conduct (hereafter the “Code”) requires its Financial Advisory Board, Elders, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of CedarCreek Church, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all Financial Advisory Board members, Elders, and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No Financial Advisory Board member, Elder or employee, who in good faith reports a violation of the Code, shall suffer harassment, retaliation or adverse employment consequence(s). An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within CedarCreek Church prior to seeking resolution outside CedarCreek Church.

Reporting Concerns or Violations

The Code addresses CedarCreek Church’s Open Door Policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. An employee’s Direct Report may be in the best position to address an area of concern. However, if you are not comfortable speaking with your Direct Report, or you are not satisfied with their response, you are encouraged to speak with one of the following: Human Resources Director or anyone on the Executive Team with whom you are comfortable approaching.

Direct Reports and Management are required to report suspected violations of the Code to a member of CedarCreek Church’s Audit Committee who has specific and exclusive responsibility to investigate all reported violations. The Audit Committee members are: Kathy Hoops 419-297-9276, David Lindstrom 419-250-3321, and Gary Williams 419-779-0353. For any suspected fraud, or if you are not satisfied or are uncomfortable with the Open Door Policy, individuals should contact any member of the Audit Committee.

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Compliance Officers

CedarCreek Church's Audit Committee serves as the Compliance Officers. These officers are responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at their discretion, shall hire outside assistance (third parties) and/or advise the Elders. The Compliance Officers have direct access to the CedarCreek Church Finance Team and the Financial Advisory Board. They are also required to report findings to the Finance Team, the Elders, the full Audit Committee and the External Auditors, Capin Crouse, LLC, at least annually on compliance activity.

Accounting and Auditing Matters

The Audit Committee and/or Financial Advisory Board shall address all reported concerns or complaints regarding CedarCreek Church's accounting practices, internal controls or financial reporting. The Compliance Officers shall immediately notify the Finance Director of any such complaint and work with the CedarCreek Church Finance Team until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation, or suspected violation, of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicated a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly false will be viewed as a serious disciplinary offense.

Confidentiality

Violations, or suspected violations, may be submitted on a confidential basis by the complainant or may be submitted anonymously via a letter or phone call to any member of the Audit Committee. Reports of violations, or suspected violations, will be kept confidential to the greatest extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer contacted will notify the sender and acknowledge receipt of the reported violation, or suspected violation, within 5 business days. All reports will be promptly investigated and appropriate corrective action will be taken, if warranted by the investigation.

5-20-09 Issued; Updated 11-15-09 LKB per Audit Committee; Updated 5-21-10 LKB for phone numbers, compliance officer and accounting/auditing matters paragraphs.

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OPEN DOOR

CedarCreek Church encourages you to meet with your Direct Report to discuss problems, issues, or to make suggestions. If needed, the Senior Executive Pastor is available to help facilitate resolution.

ANTI-HARASSMENT

It is CedarCreek Church policy to maintain a working environment free from harassment of any kind. Harassment is illegal when it is based on age, ancestry, color, disability, gender, national origin, or race.

CedarCreek Church will not tolerate any form of harassment by Direct Reports, employees, or non-employees (volunteers, clients, third-party business partners, vendors, contractors, etc.).

Harassment is verbal or physical conduct that:

- Demeans or shows hostility or aversion toward a person, or that of his or her relatives, friends or associates
- May be considered offensive by the average person
- May create an offensive, intimidating or hostile working environment
- Interferes with an employee's work performance
- Adversely affects an individual's employment opportunities

Examples

- Overt acts of oral, written or physical abuse
- Epithets, slurs, insults or negative stereotyping
- Hostile or demeaning jokes
- Threatening, intimidating or hostile acts
- Written or graphic material (including Internet, intranet, email communication) that demeans, ridicules, or shows hostility toward an individual or group

Sexual Harassment

Sexual harassment in the workplace is a violation of CedarCreek Church policy as well as the law. It is also a violation of CedarCreek Church policy and the law to retaliate against any employee for:

- Making or filing a sexual harassment complaint
- Cooperating in an investigation of a complaint

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Any Direct Report who receives a complaint of sexual harassment from an employee, volunteer, church attendee, or who otherwise knows or has reason to believe that an employee, volunteer, or church attendee is or has been subjected to sexual harassment, must report the incident immediately to an Executive Director, the Senior Executive Pastor and/or Elder.

Sexual harassment is any unwelcome:

- Sexual advance
- Request for sexual favor
- Verbal or physical conduct of sexual nature that has the purpose or effect of unreasonably interfering with an employee's or volunteer's work performance by creating an intimidating, hostile, humiliating or sexually offensive working environment
- Verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term/condition of employment or as a basis for employment decisions

Complaint Process

If you believe you have been subjected to harassment whether by a Direct Report, a co-worker, a member, a vendor, a third-party business partner, a contractor, or any other person in the work environment or observe an incident of such harassment, you should inform your Direct Report immediately. If you are not satisfied with the response of your Direct Report, you should speak directly to Human Resources, your Staff Liaison, your Senior Director or an Elder.

A Direct Report who observes or becomes aware of such an incident must notify Human Resources, the Senior Executive Pastor, and/or Elders immediately.

All complaints will be investigated, and the employees directly involved will be advised of the results.

Investigation Procedures

Human Resources and the Senior Executive Pastor will conduct a prompt and impartial investigation of the complaint. The investigation may include (but are not necessarily limited to) interviews with:

- The employee who made the complaint
- The person or persons against whom the complaint was made
- Other employees who may have witnessed the reported incident or incidents

When the investigation is complete, Human Resources and the Senior Executive Pastor and/or Elders will meet individually with the employee or volunteer who made the complaint and the employee(s) or volunteer against whom the complaint was made and:

- Report the results of the investigation
- Inform the parties of the steps that will be taken to correct the situation, if action is considered appropriate

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Confidentiality

All internal interviews of harassment (of any nature) will be conducted in as confidential a manner as possible. The only individuals who will know about the situation are those directly involved and those with a clear need to know.

Disciplinary Action

Any employee, who is found to have engaged in harassment (of any nature), will be subject to disciplinary action, up to and including, termination of employment or other appropriate disciplinary and/or legal action. As described in the Anti-Harassment Policy and the Sexual Harassment Policy, harassment is prohibited at CedarCreek Church.

MINISTRY-SERVICE

Under no circumstances will CedarCreek Church Family Ministries allow a person to serve as an employee or volunteer, in any children's ministry area where there is direct contact/care of a child, if they have a history of the following circumstances or situations:

1. Accused, charged, alleged to have without complete exonerations, or have ever committed any act of neglecting, abusing, or molesting any child
2. Presently are addicted to drugs, alcohol, or pornography
3. Have been treated and/or diagnosed with psychiatric disorders that could cause them to mistreat, inappropriately care for, or harm a child

When necessary, the Executive Director of Ministries will conduct a personal interview to clarify these areas.

ALCOHOL, DRUGS, & CONTROLLED SUBSTANCES

CedarCreek Church is committed to maintaining a safe, healthy, and productive work environment for all employees. Toward this end, CedarCreek Church prohibits the use of illegal drugs, inhalants, and prescription drugs being used in ways other than prescribed.

Drugs and Controlled Substances

CedarCreek Church absolutely prohibits the unlawful manufacture of, distribution of, sale of, possession of, or use of drugs or controlled substances while on CedarCreek Church premises (including CedarCreek Church vehicles), while conducting CedarCreek Church business, or at any CedarCreek Church event.

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Alcohol

CedarCreek Church also prohibits any employee from reporting to work, conducting CedarCreek Church business, or attending any CedarCreek Church event while under the influence of alcohol.

Violations

Violations of this policy will be subject to disciplinary action (up to and including) termination of employment and other appropriate disciplinary and/or legal action.

SAFETY & SECURITY

To protect the health and safety of our employees, contractors, clients, and other visitors, CedarCreek Church prohibits smoking in any part of the building.

If You See or Are Involved in an Accident or Emergency

- Don't panic
- Use common sense
- Call 911 (an ambulance) if the emergency is severe or urgent
- In less urgent situations, notify your Direct Report and wait for specific instructions on how to proceed
- Complete an Incident Report form, obtain proper signatures and return to Human Resources within 5 days of the incident

If You Have an Accident or Injury at Work

You must report all injuries at work, regardless of severity, to your Direct Report immediately so it can be documented properly. All forms for reporting can be found on CreekHelp.com under "HR Links".

Fires

1. When a fire is detected that cannot be put out by use of a fire extinguisher, go to the nearest fire alarm station and activate the alarm by pulling the lever and call 911.
2. All employees should exit the building immediately and in an orderly fashion move to the grassy areas away from the building.
3. Head counts should be given to the fire department.
4. Do not re-enter the building until an "all-clear" has been given.

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Weapons in the Workplace

Employees with a CCW permit and Senior Executive Pastor approval are permitted to carry a concealed handgun during work hours. However, it is prohibited during any CedarCreek Church event where we have uniformed Police Officers on duty.

Employees who take and pass the Advanced Defensive Handgun course and qualify for the OPOTA course may request permission to carry at CedarCreek Church events. Note, the course will be paid by the employee. Only when written permission is granted will they be allowed to carry firearms at CedarCreek Church events. They then must tell the Safety Director when they are carrying at these events if they are not part of the Safety Team.

Threats

No level - No known risks

Communication Plan: None needed

Level 1 - Guarded Risk

This could be a general uptick of violence against churches in the nation. This could be information that an angry person wants to talk to the Lead Pastor. There is someone that has a safety flag in the building, etc.

Communication Plan: Campus Security Leads, Associate Pastors (Could be communicated to all Safety Team members serving at the time if needed)

Level 2 - Elevated/High Risk

This is a general threat against churches in the Toledo/Findlay area or a high-risk person in the building.

Communication Plan: Notify Executive Team. Executive Team would decide on suggested communication - Law Enforcement, Campus Pastors, Associate Pastors and Campus Security Leads

Level 3 - Severe Risk

This is a direct and specific threat against a CedarCreek Church location. Campuses may need to close. Law enforcement notified.

Communication Plan: Notify Executive Team. Executive Team would decide on suggested communication - Law Enforcement, Management Team, All Safety Team Leads, All Staff, All Church

* At Level 2 and 3, the Executive Team is notified first. They decide if the information needs to be communicated to all Safety Team members.

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Auditorium-Visual Pager Codes

In the auditorium, a visual pager is positioned to the right and left of the stage. Most of the codes that flash summon parents, however, there are several codes with special meanings:

- 444 is the code used when CedarCreek Kids needs extra help in the rooms. CedarCreek Church employees and non-scheduled volunteers are encouraged to stop by the CedarCreek Kid's check-in and offer help.
- 777 is the code used to call all CedarCreek Church employees and key volunteers to assist when there is a missing child emergency.
- 999 is the code used to summon help for a medical emergency. If you have a medical background, please respond.

CATASTROPHE, EVACUATION, & SEVERE WEATHER

Office Closed

In the event of severe weather, or some other emergency beyond the control of CedarCreek Church, it may be necessary to close the office and evacuate the building. In these situations, CedarCreek Church will notify the employees and attenders via phone, intercom system, and available media alerts.

Catastrophe Plan

In the event of immediate danger, or some other emergency beyond the control of CedarCreek Church, it may be necessary to evacuate the building. In these situations, CedarCreek Church will notify the employees and congregation via phone, intercom system, and available media alerts. You are to follow the procedures given to you at the time of evacuation, exit the building immediately, and get to a safe place.

Evacuation Plan

In the event of severe weather or some other emergency beyond the control of CedarCreek Church, it may be necessary to evacuate the building. In these situations, CedarCreek Church will notify employees. Follow the evacuation plan located on every exit door. You are to exit the building immediately.

Severe Weather Plan

Due to severe weather beyond the control of CedarCreek Church, it may be necessary to close the office. In these situations, CedarCreek Church will notify the employees and congregation via phone, intercom system, and available media alerts. If the office is open but conditions are such that you think it would be dangerous or impossible

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for you to get to work, contact your Direct Report. Every effort should be made to make up time due to severe weather conditions.

If your local area is impacted by winter weather, the expectation for you to come in to the office is based on the snow emergency level in the county you live.

Level 1 Snow Emergency – Roads are hazardous. You are required to work but use caution getting to the office.

Level 2 Snow Emergency – Only drive on the roads as necessary. Check with your Direct Report.

Level 3 Snow Emergency – Only Public Safety Vehicles on roads. You are not required to drive to the office.

ANIMAL COMPANION

CedarCreek Church acknowledges the importance of the human-animal bond. The Animal Companion Policy was developed to provide information and guidelines concerning animals that are allowed on CedarCreek Church premises and regional sites. The Animal Companion Policy allows admittance of trained service animals as well as reasonable accommodations for therapy dogs, which have been trained and registered by a therapy organization and/or validated by a medical health professional. Animals that do not meet service animal/therapy dog regulations are not permitted unless otherwise indicated by church management.

Service Animal

What is a service animal?

As defined under the American with Disabilities Act (ADA's Title II & III):

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. (U.S. Department of Justice Civil Rights Division, Disability Rights Section)

Will there be any necessary requirements for my service animal?

Yes, service animals must be harnessed, leashed, or tethered unless the restraint interferes with the service of the animal or a person's disability. In those cases, where

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physical restraints cannot be used, the person with the disability must maintain control of the animal through voice, signal, or any other effective means of control.

What can I expect to be asked by a CedarCreek Church volunteer or staff member?

When a volunteer or staff member is unable to discern what service an animal is providing, the following two questions should be expected:

- 1) Is the service animal required because of a disability?
- 2) If yes, what work or task has the animal been trained to perform?

If the answer is no, the volunteer or staff member will inform the person of CedarCreek Church's Animal Companion Policy and request the person to remove the animal from CedarCreek Church premises or regional site.

What will constitute removal of my service animal from CedarCreek Church premises or regional sites?

You will be asked to remove your service animal if:

- 1) It is out of control and the handler does not take effective action to control the animal.
- 2) It is not housebroken.
- 3) It is not a required service animal due to a disability.

The handler is responsible for the care of his/her service animal, which includes retaining full control at all times as well as carrying equipment to clean and dispose of waste.

Therapy Dog

What is a therapy dog?

A therapy dog is a canine trained to provide affection and comfort to people. Therapy dogs are not legally protected at the federal level by the Americans with Disabilities Act of 1990.

Will there be any necessary requirements for my therapy dog?

Yes. CedarCreek Church requires:

- 1) Proof of certification from a dog training organization.
 - 2) Proof of Liability Insurance.
 - 3) A letter from a medical health professional requesting a reasonable accommodation on behalf of the dog handler.
 - 4) A canine health exam along with current vaccination by a certified veterinarian.
- Once CedarCreek Church is in receipt of the following, the person and his/her therapy dog will be granted reasonable accommodations. CedarCreek Church will inform the individual of the designated area(s) where the therapy dog is allowed to be present. Dog handlers without the above proof will be requested to remove the therapy dog from the CedarCreek Church premises or regional site.
- 5) Therapy dogs must be harnessed, leashed, or tethered at all times.
 - 6) Therapy dogs must be housebroken.

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What can I expect from a CedarCreek Church volunteer or staff member?

- 1) He/she will inform you of the designated area(s) and assist you to said areas. Designated areas include; auditorium, atriums, classrooms, and chapel.
- 2) He/she will assist in the removal of a disruptive animal.

What will constitute removal of my therapy dog from CedarCreek Church premises or regional sites?

The four primary reasons a therapy dog will be removed are:

- 1) The dog is out of control and the handler does not take effective action to control the animal.
- 2) The dog behavior poses a direct threat to the health or safety of others.
- 3) The dog is not housebroken.
- 4) Inability to produce the required paperwork and certifications for the animal.

The handler is responsible for the care of his/her therapy dog, which includes retaining full control at all times as well as carrying equipment to clean and dispose of waste.

Who is responsible for damages caused by the therapy dog?

The handler is responsible for any damages that the therapy dog may cause, up to and including court costs.

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Appendix A

CONFIDENTIALITY STATEMENT

It is essential that the business and internal affairs of CedarCreek Church be kept confidential. In addition, as an employee of CedarCreek Church, it is expected that you will maintain the highest level of confidentiality in all matters concerning CedarCreek Church and any of its attendees and/or members. Employees of CedarCreek Church are often exposed to confidential information and conversations that if made public, could severely damage the reputation of CedarCreek Church and its attendees. Please use extreme caution when discussing any information about any attendees of CedarCreek Church or its employees.

Employee Name (Please Print)

Date

Employee Signature
Return signed copy to the Human Resources Department.

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Appendix B

ANTI-HARASSMENT ACKNOWLEDGMENT

Receipt of Harassment Policies

As described in the Anti-Harassment Policy and the Sexual Harassment Policy, harassment is prohibited at CedarCreek Church.

By signing below,

- I acknowledge that I have received a copy of the CedarCreek Church Anti-Harassment Policy and Sexual Harassment Policy, and I understand that it is my responsibility to read and comply with both policies and any revisions made to them.
- I acknowledge that retaliating or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited.
- I acknowledge that employees who violate this policy or retaliate against an employee in any way will be subject to disciplinary action, up to and including termination.

Employee Name (Please Print)

Date

Employee Signature

Return signed copy to the Human Resources Department.

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Appendix C

CONSTRUCTIVE ADVICE RECORD

- | | |
|---|---|
| <input type="checkbox"/> Guest | <input type="checkbox"/> Quality of work |
| <input type="checkbox"/> Discourtesy | <input type="checkbox"/> Tardiness |
| <input type="checkbox"/> Wasting Time | <input type="checkbox"/> Excessive/unauthorized absence |
| <input type="checkbox"/> Personal Untidiness | <input type="checkbox"/> Failure to follow instructions |
| <input type="checkbox"/> Profanity | <input type="checkbox"/> Improper procedures |
| <input type="checkbox"/> Carelessness | <input type="checkbox"/> Quantity of work |
| <input type="checkbox"/> Disregard for safety | <input type="checkbox"/> Disregard of established rule well known to the employee |

Name: _____ Job Title: _____ Discussion Date: _____

Fully explain item(s) checked. Give date and time of specific incident involved.

Has this employee/volunteer been warned previously for a similar occurrence?

__ Yes __ No When _____ (Date).

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Corrective Effort:

Has the employee/volunteer been placed on probation?

__ Yes __ No Until what date? _____

The following Elder(s) _____
have been fully informed of the details concerning this incident on _____ (Date).

Leader

Employee/Volunteer Statement:

Employee/Volunteer's Signature
(Use an extra sheet or the back of this sheet for additional remarks.)

1 Copy to Human Resources same day as Discussion Date

1 Copy to Direct Report

1 Copy in Employee File

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Appendix D

SIGNIFICANT INCIDENT REMINDER FORM

Name: _____ Job: _____
Title: _____ Date: _____

Briefly describe the incident:

Have you done something about it?

_____ Commended the employee/volunteer if the incident was favorable.

_____ Discussed ways to prevent recurrence if the incident was unfavorable (briefly describe below.)

Employee's/Volunteer's Leader Signature

A significant incident can be an example of either a good performance or a mistake/failure of some kind. Both should be noted and reviewed with the employee.

Many leaders find it helpful to note these incidents at the time they occur and to keep a file of these notes for reference at the time a performance review is held. This is not a substitute for handling an incident at the time it occurs. The employee/volunteer should be complimented or corrected at that time.

This reminder is not a constructive advice record. In fact, you will want to jot down many incidents on these "reminders" that do not justify a Constructive Advice Record. It is merely a memory-jogger to give the leader something tangible to talk about and follow up on in performance interviews with employees/volunteers.

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Appendix E

TUITION REINBURSEMENT FORM

Please provide the following information regarding eligibility for tuition assistance.

Employee Name: _____

Student Information

Student Name	Grade	Annual Tuition	School Attending

By signing this document, I certify that my child(ren) is/are currently enrolled in an approved Christian school and that I am complying with the policies of that school.

I understand that providing misinformation is grounds for permanently discontinuing tuition assistance.

Signature of Parent/Guardian

Date

School Verification

I certify that the child(ren) listed above are currently enrolled in kindergarten through 12th grade, at the school indicated.

Signature of Principal, Headmaster, or Equivalent

Date

Please Print Name and Title

Please return completed form to:
CedarCreek Church
29129 Lime City Road
Perrysburg, OH 43551
Attn: Payroll or Email: Payroll@CedarCreek.tv

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Appendix F

HANDBOOK ACKNOWLEDGMENT

I have received a copy of the CedarCreek Church Employee Handbook and acknowledge my obligation to read and understand its contents.

I understand and agree the handbook is intended to provide an overview of CedarCreek Church's personnel policies and does not necessarily represent all such policies in force. CedarCreek Church may at any time, add, change, or rescind any policy or practice at its sole discretion without notice. I understand that CedarCreek Church is an at-will employer. I further agree that CedarCreek Church's policies and practices do not create an expressed or implied contract between the Church and me, and that the employment and compensation are for no fixed term (unless other arrangements have been made in writing) and may be terminated by the Church at any time with or without cause or notice.

Likewise, I may resign at any time, with or without notice, for any reason I deem appropriate. I further understand and agree that no person has the authority to enter into any written or oral agreement different than what is stated herein. (Elders do have the right to make an exception.)

Employee Name (Print Name)

Employee Signature

Return signed copy to the Human Resources Department.

Date

